

**INTERAGENCY OVERSEAS EMPLOYEE POSITION DESCRIPTION**

This document is used for regulatory purposes relating to the appointment and payment of public funds. False or misleading statements may constitute violations of such regulations. Prepare according to instructions from the Supervisor's Field Guide for Supervisors of Locally Employed Staff, Chapter 2 (3 FAH-2 H-440).

1. Post Kampala	2. Agency State	3a. OPS Job Code H71828
3b. Post Job Number 94621083		3c. Subject to Identical Position? If yes, provide total position number and list all additional post job number(s) in 3d. <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No

3d. Total Number of Positions 1	Identical Additional Post Job Numbers
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4. Post Position Title or Working Title (if different from official title) Political/Economic/Commercial Associate

5. Reason for Submission <input type="checkbox"/> New position <input type="checkbox"/> Implementation of SJD/FJD <input type="checkbox"/> Recertification of position description <input type="checkbox"/> Significant changes to existing position <input checked="" type="checkbox"/> Reorganization or reprogram of existing vacant position to position with different official title or occupational series - provide OPS position Number and OPS Job Code for existing vacant position 94621083 - H71828
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6. Organizational Design	
6a. Office/section Political-Economic	6b. First Subdivision
6c. Second Subdivision	6d. Third Subdivision

7. Certifications/Signatures			
7a. Employee	I acknowledge receipt of this description of my position duties and responsibilities.	<input type="checkbox"/> By checking this box, I, vacant, certify that I am the individual submitting this document.	Date 9/30/2022
7b. Supervisor	I certify that this is an accurate description of the duties and responsibilities of this position.	<input checked="" type="checkbox"/> By checking this box, I, Carlton Philadelphia, certify that I am the individual submitting this document.	Date 1/10/2023
7c. Section Chief/ Agency Head	I certify that this is an accurate description of this position and there is a valid management need for this position.	<input checked="" type="checkbox"/> By checking this box, I, Jamal Jafari, certify that I am the individual submitting this document.	Date 1/10/2023
7d. HR Officer/ Mgmt. Officer	I certify that this is an accurate description of this position.	<input checked="" type="checkbox"/> By checking this box, I, Kate Hare, certify that I am the individual submitting this document.	Date 1/10/2023

8. Classification Action and Certification - I certify that this position has been classified within established standards.

8a. Classification Center AFRCC	Official Title Political Assistant	Job Series 1605	Grade FSN-8	Approver Name Lynn C. Boone	Date Approved 3/29/2023
8b. GTM/OE	Official Title	Job Series	Grade	GTM/OE Name	Date Approved

8c. Recertification Reason						RCC/Approver Name		Initials/Date	
9. Post PD Review		Initials/Date		Initials/Date		Initials/Date		Initials/Date	
9a. Employee									
9b. Supervisor									
9c. HR/Mgmt. Officer									
10. Job Overview									
<p>The incumbent will handle a portfolio that includes political and economic reporting with a focus on the Global Health Security Agenda (GHSA), Environment, Science, Technology, and Health (ESTH), Leahy Vetting, legal and current events reporting, Special Self Help Grants support, general commercial support and advocacy, and other tasks as assigned. The FMA works in a combined Political-Economic Section of six American officers, three Eligible Family Member employees, and four Locally Employed (LE) staff. They report to the Deputy Political and Economic Chief and through him/her to the Political and Economic Chief.</p>									
<p>10a. Direct Supervisor of Position:</p> <p>Deputy Political and Economic Chief</p>									
<p>10b. Position Directly Supervises:</p> <p>N/A</p>									
<p>10c. Indicate if the position has authority to obligate funds:</p> <p>No</p>									
<p>10d. Provide security access determination level, if required:</p> <p>Top Secret</p>									
<p>JF-298 (Formerly DS-298) 02-2022</p>									

Research, Report, and Advise on Political and Economic Developments 50 %

The incumbent maintains reporting and research responsibilities, advisory and related services of broad scope, complexity and sensitivity in the fields of political and economic reporting. They prepare extensive spot and in-depth analytical reports on a wide range of sensitive political and economic issues, including tracking legislative and legal issues, in the context of national issues and articulates the implications for U.S. interests. They produce and/or contribute to a full range of written products, including cables, required political and economic annual reports, briefing memos, talking points, and other memoranda. Incumbent supports USG visitors and officers permanently assigned to the section and liaises frequently with other sections in the Mission.

Develop and Maintain Contacts 15%

The incumbent maintains a broad range of contacts in their portfolio. This includes government and political party contacts, ministers, legislature, legal and judiciary, media, academia, business, civil society, and religious institutions. To maintain and expand contacts, they attend civil society events, political party meetings, legislative sessions, court hearings, conferences, and seminars relevant to the portfolio. They will assist in drafting/maintaining extensive biographic files on senior political, economic, government and civil society leaders.

Travel Responsibilities 15%

The incumbent may travel independently especially in Kampala and the surrounding districts and other parts of Uganda as the need arises, to keep up to date on political, economic, legal and legislative, and ESTH developments of importance to U.S. interests. The incumbent also frequently supports travel by Embassy officials, including recommending and developing schedules, making arrangements, accompanying officers on trips, and helping produce post-trip reporting.

The incumbent also assists in the planning and organizing of visits by Department officials, Cabinet Secretaries, other Executive Branch officials and Congressional Delegations. Although this is done under the supervision of the Deputy Political/Economic Chief, Political/Economic Chief, and/or Front Office, the incumbent plays a role not only in logistical arrangements but also in suggesting site visits, tours and meetings with key Ugandan personalities. The incumbent arranges meetings with key political/economic contacts ensuring that officers and official visitors are able to gather comprehensive information and take full advantage of the visit. They recommend approaches to be taken by principals in the meetings and prepare background and biographic material. Incumbent assists Protocol and Front Office as required.

Commercial Advocacy 10%

Supports the Political/Economic section with commercial advocacy. With direction from the Economic Officer, provides information to private companies seeking information and/or commercial assistance from the Embassy. Assists the Economic Unit to evaluate commercial inquiries and provide appropriate services.

Research, Report, and Advise on Environment, Science, Technology, and Health 10%

The incumbent is responsible for reporting and advising the Mission on matters related to the environment, science, technology and health. Climate change, a growing population that is primarily dependent on agriculture and dependence on fossil fuels have combined to exert growing pressure on Uganda's environment and a key goal of the USG is to help the country manage its environment better. They are expected to report on key developments concerning the environment (including wildlife), science and technology and advise on appropriate strategies to address these issues. The incumbent also supports efforts to maximize the impact of the USG's aid to Uganda's health sector by reporting on key developments and advising on mechanisms to promote accountability and efficiency.

Note: This position description does not imply that these are the only duties to be performed by incumbent. They will be required to perform other duties as assigned by the agency.

Minimum Qualification Requirements

12. Knowledge

12a. Pre-hire (*Operational*)

Must have a good understanding of Uganda's political, legal, economic, commercial, health and social environments.

12b. Post-hire (*Organizational*)

Must have good knowledge of U.S. foreign policy objectives and understanding of internal political reporting requirements.

13. Education

Completion of two years of College/University Studies is required.

14. Licensing/Certifications/Training

FSI courses such as Political/Economic Tradecraft (PG140), Commercial Tradecraft (PE-125), Global Health Diplomacy (PE152), and Promoting Human Rights and Democracy (PP530) are recommended for the incumbent.

15. Work Experience

15a. Nonsupervisory:

At least two years of experience in political, economic or social analysis and report writing, in areas such as law, politics, economics, or journalism.

15b. Supervisory:

N/A

16. Language Proficiency - List English and other host country language(s) proficiency requirements by level (1 -5) for speaking, reading, and writing.

English:

Level 4 - Fluent; written/spoken, including the ability to translate

Host-Country Language:

Host-Country Language:

Host-Country Language:

Host-Country Language:

17. Pre-hire Skills and Abilities

Demonstrated interpersonal, analytical, communication, or planning and organizational skills is required. Ability to develop and maintain a range of contacts within the host-country government, local parties, security forces, local NGOs and civil society is required. Basic understanding of economic statistics and data in order to analyze political information. Must be proficient in MS Office applications (Word, Excel, Outlook, PowerPoint) and Internet.

18. Post-hire Skills and Abilities

Hone ability to plan, organize, and execute complex research projects and prepare precise, accurate and factual analytical reports on sensitive topics that require a high degree of personal courage given the prevailing political circumstances in Uganda.

19. Special Work Environment & Conditions

N/A

20. Post PD Review Notes (*FOR HR USE ONLY*)



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INSTRUCTIONS FOR COMPLETION

1. Post – Please type the post name.
2. Agency – Please type the agency name.
3. This section deals with the numbers found in OPS, on the individual employee's document and internal management of identical additional positions. It is an important internal control for position management.
 - 3a. OPS Job Code: This number is generated by the OPS System and is linked with the MClass system. This block will be completed by the Post HR Office for existing positions or by checking on MClass for new positions once positions are classified.
 - 3b. Post Job Number: This column should contain the OPS assigned position number or post position number recorded in MClass.
 - 3c. Please indicate if the classification will be assigned to multiple (identical additional "IA") positions.
 - 3d. Total number of identical positions - Please state the total position numbers that are assigned to the position's MClass record. Identical post job numbers should be listed in this section. If space is insufficient to list all identical post job numbers, please provide details in the organizational chart.
4. Post Position Title - This is used when the official position title in MClass differs from the more common title found in the host country. If there is no position working title, please leave this blank. The position working title will also appear in OPS.
5. Reason for Submission - please select the appropriate reason for submission. Please provide additional information when prompted.
6. Organizational Design - listing the office, section, and unit where the position is located.
7. Certifications/Signatures - Since this document is used for regulatory purposes relating to the payment of public funds, each stakeholder is required to acknowledge or certify, and sign.
8. Classification Action and Certification - This is completed by the RCC annotating the Official Title, Job Series and Grade of the position. The date is the date that the position was either approved or recertified in the MClass system. When there is a formal appeal of the classification performed by the RCC, the final decision from GTM/OE and/or USAID will be annotated here with name/initials.
 - 8c. PD Recertification - Post to provide reason (e.g., PD is more than 5 years but still valid, or some changes reflected in the PD are not significant for reclassification). RCC provides the recertification official and date upon updating/uploading the revised PD in the MClass.
9. Position Description Review - This section documents the local reviews/updates performed at the Post level that are not sent to the RCCs. Refer to the most updated policy aid or contact respective RCC for additional clarification on minor changes at Post. Any change to a PD must be reviewed by the employee, supervisor and Management Official (see 7 for explanation for Management Official).
10. Job Overview - This is a brief statement explaining the overall purpose of the position. This statement will appear in the vacancy announcement when the position is advertised. It should be concise, no more than 2 paragraphs, and be in plain language that can easily be understood by internal and external applicants.
 - 10a. Direct Supervisor of Position: This a brief statement explaining who the direct supervisor of the position is; the level of oversight that will be used and how the work will be reviewed.



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- 10b. Position directly supervises - When applicable, provide a brief statement regarding whom the position will supervise. Please explain how that will be done. For example, will provide daily guidance, approve/disapprove leave, take part in hiring decisions; provide recommendations to disciplinary actions, counsel employees and be the rater for performance reviews.
- 10c. Authority to obligate funds. If the position will have the authority to obligate funds, please select yes. If not, select no.
- 10d. No choice is needed here for LE Staff position as a local security certification is the default security access requirement for LE Staff position. If there is a reason requiring a higher security access determination, please consult with the Post Regional Security Officer and the Office Personnel Management's Position Designation Automated Tool (PDT), and subsequently indicate the appropriate level required by selecting one of the drop-down options.
11. Major Duties and Responsibilities. Do not enter the phrase "see attached" and do not attach any documents. Similar to the PDF or Word version of this form, the space will expand. When using the My Data form, begin typing here. When printing, check the box "print addendum" on the print screen so that all the data entered will print as an addendum.

Describe the regular and recurring work that will be required of the incumbent. Include duties that are performed 10% or more of the total work time (i.e., 4 or more hours per week). Start with the most important requirement or the largest percentage of time. Please group similar duties together. For each duty or group of tasks, describe the work to be performed, including methodologies and technologies.

For all agencies except USAID: The following statement should be included on every PD, at the end of Section 11, to address the issue of "other duties as assigned". No percentage of time is allocated to this statement.

Note: "This position description in no way states or implies that these are the only duties to be performed by incumbent. Incumbent will be required to perform other duties as assigned by the agency."

Minimum Qualification Requirements: These requirements must reflect the minimum knowledge, skills and abilities (KSAs) required to successfully fulfill the duties at the full performance level. These will not necessarily be the KSAs of the current or previous incumbent. All requirements must state "is required" or "must." The words "desired" or "preferred" are not to be used.

Some of the categories are split into pre-hire and post-hire levels. Pre-hire levels are those KSAs that the applicant is expected to already have before coming to work for the US government. Post-hire levels take into account the knowledge, skills and abilities that can only be obtained after being hired. Both pre-hire and post-hire levels are used during classification; however, only pre-hire levels are used during recruitment.

12. Knowledge is the theoretical or practical understanding of a subject, which includes the necessary information, subjects, and topics that should be known to successfully fulfill the duties.
- 12a. Pre-hire (Operational): This covers knowledge of the external environment or standard practices in the host country. This may be political, legal, occupational safety practices, accounting standards, building practices, and/or the business environment.
- 12b. Post hire (Organizational): This covers knowledge of US government workings and structure. Consider requirements to understand internal procedures, agency and USG regulations, policy, purpose of organization and its staff.
13. Education: List the minimum education level required for effective performance. For post-secondary education (i.e., university degree, master's degree and PhD), you must list a field of study that is directly related to the duties and responsibilities of the position. No more than five specific fields of study should be listed.



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14. **Licensing/Certifications/Training:** This is the mandatory licensing, certifications or training that is required to reach effective performance within a reasonable period of time. Some licensing or certification are required at the point of hire, such as valid driver license, technical or specialist certification (technical, medical), others would be obtained during employment such as Overseas Personnel System training, Smith System Safe Driver training, Contracting Officer's Representative training, Grants Officer Representative training, basic consular training. Do not include training that is required of all employees, such as new employee orientation, cybersecurity, etc.
15. **Work Experience:** What experience does the incumbent need to successfully perform the duties and responsibilities of the position? State the minimum amount of time in months or years required. Do not cite a range of years (3-5 years of experience) or use progressive experience. Instead, list the minimum number of months or years (e.g., minimum of 6 months experience, or minimum of 4 years of experience.).
- 15a. **Nonsupervisory:** Please list the minimum experience needed to effectively perform the non-supervisory duties and responsibilities of the position.
- 15b. **Supervisory:** List the amount and type of previous supervisory experience required to successfully perform the supervisory duties of the position. The supervisory experience should be part of the total years of experience such as minimum four years of experience, of which at least one year is in supervisory role. Please note that if a position supervises less than three employees, best practice is not to require supervisory experience in order not to exclude first time supervisors.
16. **Language Proficiency:** Indicate the degree of proficiency in a language or languages required for performance of the duties of the position. State the minimum level for reading, speaking, and writing. The proficiency should be consistent with the communication requirements needed to perform the duties and responsibilities of the position." See OE policy "Pre-Employment English Language and Other Testing".
17. **Pre-hire Skills and Abilities:** List skills & abilities that a candidate needs to have to be hired into the position, e.g., interview for HR Recruiter, presentation & public speaking for trainer, counseling for supervisor, drafting building plans for architect, interpersonal for CLO, etc.
18. **Post-hire Skills and Abilities:** List any additional skills and abilities that can be built during employment, e.g., data analysis, communication with diverse audiences, federal fund management, etc.
19. **Special Work Environment or Conditions:** Use this space if the position is subject to a special work environment or conditions, such as if the position is required to travel significantly (25% or more), or if position is expected to be on-call/standby. All special work environment or conditions must be consistent with local law.
20. **Post PD Review Notes. FOR HR USE ONLY.** Please use the space to annotate changes made to the PD during Post PD Review.

Full Performance Level: Below is a guideline for the typical period of time a new employee would need to reach full performance level. This should not be confused with a training grade or the probationary period.

Grades 1-3 – Three months
Grades 4-6 – Six months
Grades 7-9 – Nine months
Grades 10-12 – One year